**Facilities Naming Policy Committee**

**Monday, December 2nd AGENDA**

**4:00-5:30pm**

**Administration Building, Room 22 (upstairs)**

**Long-term target:**

* Develop a policy and/or procedures to use when naming district facilities or fields for recommendation to the Board of Trustees

**Meeting Targets:**

* Review norms for collaborative work
* Review and revise draft policy language (Hot and Not Protocol)

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| **TIME** | **ACTIVITY** |
| **4:00-4:10** | Welcome, introductions, review agenda |
| **4:15-4:20** | Review norms for collaborative work   1. Treat each other with dignity and respect. 2. Transparency: avoid hidden agendas. 3. Be genuine with each other about ideas, challenges, and feelings. 4. Trust each other. 5. Listen to understand. 6. The discussion of issues, ideas, and direction will not become a personal attack. 7. Present problems and questions in a way that promotes open discussion and resolution. 8. Promise to come prepared to meetings to value and respect the time and convenience of others. 9. Silence our cell phones.   We reviewed these. |
| **4:20-4:50** | Review DRAFT naming policy created using guiding principals that were developed by the committee in November from other districts/organizations ***(Hot and Not protocol)***  We reviewed 2 policies: Naming Rights for School District Facilities Policy and Memorials. The following changes were discussed:   * Naming Rights for School District Facilities   + Move renaming paragraph from page 4 and add to Naming Rights in Recognition section on page 2   + Add the word “individual” to page 3, paragraph 2, sentence 4. * Memorials   + Adjust the name of the policy to “Memorials and Tributes”   + Change paragraph 3 to “Memorial and tribute signage will not be installed at the location and will be centrally located at the District’s administration building.”   + Change paragraph 5 to match paragraph 5, page 31 of the Administrative Procedures Manual under “Commemoration Guidelines for Death of Student or Staff.”   Reviewed both policies in relation to the guiding principals created by committee on Nov. 13, 2013. |
| **5:20-5:30** | Next Steps   * Next meeting:   + Wednesday, December 11, 2013   + 4-5:30pm   + Room 22, Administration Building * Heather will bring the second draft of policy language * The group will review and suggest revisions * If acceptable:   + Ask district counsel to review   + Recommend and present policies to the Board of Trustees at the January Personnel, Negotiations, and Policy subcommittee meeting with a recommendation to add to the March or April Board of Trustees consent agenda.   Reminded everyone of our next meeting date, time, location and plans. |